

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

**Position Title:** STAFF ASSISTANT COUNTY ATTORNEY  
**Position Grade:** 06  
**FLSA Status:** NON-EXEMPT

**Date:**  
**Job Code:** 6-10

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Performs regular and advanced clerical functions. Answers telephones and greets clients/visitors and directs the individual to the appropriate department/person. Provides staff support to supervisor. Prepare routine documents and correspondence.

### KEY RESPONSIBILITIES

1. Answers incoming telephone calls and inquires from clients/visitors and directs them to appropriate department/individual.\*
2. Greets clients/visitors and directs them to appropriate individual.\*
3. Opens, date-stamps, logs and distributes all incoming mail/faxes; sends outgoing mail/faxes. Retrieves mail from PO box as needed. Takes out-going mail to mailroom and picks up incoming departmental mail as needed.\*
4. Maintains attorney' calendars; prepares and distributes weekly office schedule.\*
5. Serves as liaison between Assistant County Attorney, bondsmen and Clerk's office regarding bond estreatures and related matters.\*
6. Types, files, updates, compiles and prepares department reports, memoranda, and correspondence.
7. Assists with maintaining office supplies for the department.
8. Assists with maintaining filing system and law library materials.
9. Performs other duties as assigned.

**\*Indicates an essential job function**

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**KEY JOB REQUIREMENTS**

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**Education:** High School Diploma or GED required.

**Experience:** 2 years to 3 years prior related work experience required.

**Impact of Actions:** Decisions and impact are limited to decisions and planning within a small work group or project team.

**Complexity:** Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.

**Decision Making:** Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

**Communication**

**with Others:** Regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.

**Managerial**

**Skills:** Involves no responsibility or authority for the direction of others.

**Working Conditions/.**

**Physical Effort:.** Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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<b>APPROVALS</b>
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*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_